



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

November 26, 2014

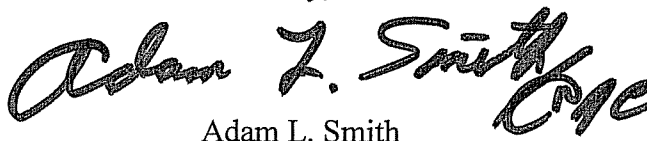
Dear Potential Proponents:

Re: FC-6991, Passenger Air Service Development Consulting Services

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Mano A. Smith, CPPO, CPPB, Contract Administrator, at (404) 330-6351, by fax at (404)-658-7705 or by email at mosmith@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS/mas

cc: Mr. Miguel Southwell
Mr. Doug Strachan

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

Modifications to RFP Document

Attachment 1 – Revised Exhibit A.1, Fee Proposal Format

Questions and Responses

The last day for questions was Monday, November 17, 2014 at 5:00 p.m.

Addendum No. 1 for **FC-6991, Passenger Air Service Development Consulting Services** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

Proposals are due on Wednesday, December 17, 2014, and should be time stamped in no later than 2 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-6991, Passenger Air Service Development Consulting Services** on this the _____ day of _____, 2014.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

**FC-6991, PASSENGER AIR SERVICE DEVELOPMENT CONSULTING SERVICES
MODIFICATIONS TO RFP DOCUMENT**

Modifications to RFP document:

1. Part 2: Contents of Proposals/Required Submittals, 3. Volume II, 3.3: Delete 3.3 in its entirety and replace with the following:

3.3. Proponent's Financial Disclosure – Each Proponent must complete and submit **Form 4: Proponent Financial Disclosures** with its proposal. The City's evaluation of financial information concerning a Proponent and its consideration of such information in determining whether a Proponent is responsive and responsible may involve a review of several items of information required to be included in a proposal. City will review the information included in **Form 4** attached hereto and any additional information required on that form to be included in a proposal. Failure to accurately report financial information shall be grounds for disqualification of Proponent or termination of any Agreement resulting from this solicitation.

2. Part 5: Form of Services Agreement, 4. Services, 4.2: Replace "Cargo" with "Passenger".
3. Part 5: Form of Services Agreement, 4. Services, 4.8: Replace "Cargo" with "Passenger".
4. Part 5: Form of Services Agreement, Exhibit A.1, Fee Proposal Format – Delete in its entirety and replace with Attachment 1, herein.

END OF MODIFICATIONS TO RFP DOCUMENT

Attachment I

EXHIBIT A.1:**FEE PROPOSAL FORMAT**

Type of Service	1. Hours/ Activity	2. Delivery Cycle Time Relative to Request	3. Cost/Hour	4. Hours (1) x Cost/Hour (3)
Comprehensive Passenger Air Service Market Analysis				
Annual update to comprehensive Passenger Air Service Market Analysis				
Domestic and International air service feasibility studies and/or route analyses				
Collateral material production for air carrier presentations in electronic and print formats, using PowerPoint, Excel, and other typical presentation tools				
Production of government or industry data for use by ATL for its own analyses				
Studies analyzing the impact of traded agreements between the US and another country or region				
The review and recommendation or creation of incentive programs designed to facilitate new air service development				
Assistance with the development of strategies with ATL partner to enhance passenger air service development				
Accompany, when requested, ATL staff to present to airlines or other entities as it pertains to passenger air service development				
Conduct other passenger air service studies as may be requested by DOA				

**FC-6991, Passenger Air Service Development Consulting Services
Questions and Responses**

1. RFP Page 5, Executive Summary, states a Certificate of Organization must be included. Should the certificate be included in the Executive Summary of the proposal, or within Volume II? Certificate of Organization should be included in the Executive Summary (Volume I).
2. RFP Page 5 states a letter from each potential subcontractor must be included. Should the letter(s) be included in the Executive Summary of the proposal, or within Volume II? Letter(s) should be included in the Executive Summary (Volume I).
3. RFP Page 8 indicates *Form 3. Proponent Financial Disclosures*, however on Page 10, the financial form is referred to as *Form 4. Financial Disclosure Form*, and Form 3 is indicated as *Non-Applicable*. Please confirm the name of Forms 3 and 4 and which of these is required to be included in Volume II of the proposal. See Item No. 1 in Modifications to RFP document.
4. RFP Page 8 states for the Fee Proposal to “Submit one (1) stamped “Original” and ten (10) copies in a separate envelope.” Should the copies and original be included in a single envelope or should each copy be included in its own envelope, i.e., 11 total Fee Proposal envelopes? The original should be in an envelope by itself and the 10 copies (all together) in another envelope.
5. RFP Page 9 indicates that an index is required. Please confirm that an index (at the end of Volumes I and II) is preferred over a Table of Contents (at the beginning of Volumes I and II). The index can be placed at the beginning of Volumes I and II (contents should be similar to a table of contents).
6. First Source Job Information Form: Is this required for submittal with proposal or after contract award? The First Source Job information form should be submitted with your proposal.
7. Section 2.2.1 refers to MIDT data. There are other (often better) data sources available in the industry. E.g. IATA PAXIS. May we refer to that data instead of or in addition to MIDT? All proponents should provide what was requested in the RFP. However, if a proponent believes additional information is pertinent (or better), then such proponent should include that with its proposal and provide narrative explanation regarding the additional information.

END OF QUESTIONS AND RESPONSES